

ADMINISTRATIVE
INTERNAL USE ONLY *Mag. Tape*

4 February 1969

MEMORANDUM FOR: Chief, Information Processing Staff, O/PPB
Information Processing Coordinators

SUBJECT : Magnetic Tape Survey

1. We have received from the National Archives and Records Service a request for information about magnetic tapes for their purposes in planning storage space in Federal Records Centers. They are also asking for data leading toward the development of standards and guidelines relating to quality, life expectancy in use and on the shelf, conditions of storage, and other similar items relating to care and maintenance of magnetic tape.

2. Since we have our own Records Center and Archives, we will not be expected to respond to their request for a magnetic tape inventory. (Form 7036 attached). We would like to collect this information for our own use in planning archival and records center storage, and request that you provide this information for our internal use only.

3. We have agreed to respond to their request for information for their "Tape Library Characteristics Survey." (Form 7025 attached). I believe that we should collect all of the information called for, again for our own use. We will, of course, respond selectively to NARS and will coordinate the Agency response with you before we release it.

4. I would appreciate receiving your responses by 1 March in order that we may submit an Agency response by 15 March.

STAT

/s

Information Processing
Coordinator, DD/S

Attachments

CC: TO C/A/R 2/10/69

National Archives

You are doing a
mess on this to I.P.'s
Do you have plenty
of copies of these forms?
We should need a
supply with each
mess -

STAT

4 February 1969

STAT

Attached are 25 copies of Forms #7025
and 7036.

About 10 more of these forms are enroute to
us from NARS.

151
STAT

2/4/69

10 extra Copies filed in Supply Cabinet